## Treasury - S0015 H0166 Baseline Standards FY 2018

	<u> </u>	Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Roberta Puryear - Treasurer		
	current.		Dan Corcoran - Ass't. Treasurer	
2	Updating the Baseline Standards Form.	Roberta Puryear - Treasurer		
CINIAN	ICLAL DEPONENCE COOR CENTED VEDUCATIONS		Dan Corcoran - Ass't. Treasurer	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Fred Burnett - Manager, Treasury		
1	repaining cost content verifications.	Operations	Alicia Fowler - Treasury Analyst II	
2	Reviewing cost center verifications.	Fred Burnett - Manager, Treasury		
	<i>g</i>	Operations	Dan Corcoran - Ass't. Treasurer	
3	Approving cost center verifications.	Roberta Puryear - Treasurer		
		-	Dan Corcoran - Ass't. Treasurer	
4	Ensuring all cost centers are verified/approved on a timely	Fred Burnett - Manager, Treasury		
	basis.	Operations	Dan Corcoran - Ass't. Treasurer	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
	1			
1	Ensuring valid authorization of purchase documents.	Dan Corcoran - Ass't. Treasurer	Fred Burnett - Manager, Treasury	
		D G + 1 T	Operations	
2	Ensuring the validity of travel and expense reimbursements.	Dan Corcoran - Ass't. Treasurer	D.L. A. D To	
2		Class I Carlet Manager Carlet	Roberta Puryear - Treasurer	
3	Ensuring that goods and services are received and that timely	Sheryl Smith - Manager, Cash &	Fred Burnett - Manager, Treasury Operations	
4	payment is made.  Ensuring correct account coding on purchases documents.	Bank Admin.  Dan Corcoran - Ass't. Treasurer	Fred Burnett - Manager, Treasury	
	Ensuring correct account country on purchases documents.	Dan Corcoran - Asst. Treasurer	Operations	
5	Primary contact for inquiries to expenditure transactions.	Dan Corcoran - Ass't. Treasurer	Fred Burnett - Manager, Treasury	
	Timary contact for inquires to expenditure transactions.	Buil Coleoful Tiss t. Treasurer	Operations	
PAYRO	OLL / HUMAN RESOURCES		оросии	
1	Ensuring all bi-weekly reported time and leave are approved	Thuy Truong - Financial Analyst 2		
	before the deadlines set by Payroll, so that the correct hours are			
	recorded and paid on each bi-weekly paycheck.		Nancy Tran - Associate Dir. SBS	
2	Ensuring all monthly leave is recorded and approved before the	Thuy Truong - Financial Analyst 2	•	
	deadlines set by Payroll.		Nancy Tran - Associate Dir. SBS	
3	Reconciling approved reported time and leave (bi-weekly	Thuy Truong - Financial Analyst 2		
	employees) and ePARs (monthly employees) to the trial and			
	final payroll verification reports.		Nancy Tran - Associate Dir. SBS	
4	Completing termination clearance procedures.	Business Services		
_		D. L. at. D. at. at. Thursday	Dan Corcoran - Ass't. Treasurer	
5	Ensuring terminated employees are no longer charged to	Roberta Puryear - Treasurer	Fred Burnett - Manager, Treasury	
6	departmental cost centers.  Maintaining departmental Personnel files.	Dan Corcoran - Ass't. Treasurer	Operations	
U	iviannanning departmentar reisonner mes.	Dan Corcoran - Asst. Heasufer	Roberta Puryear - Treasurer	
7	Ensuring valid authorization of new hires.	Roberta Puryear - Treasurer	1 to sorta 1 til your 11 castilor	
,	Zarouring varie audiorization of new intes.	110001ta 1 aryour 110aouror	Dan Corcoran - Ass't. Treasurer	
8	Ensuring valid authorization of changes in compensation rates.	Roberta Puryear - Treasurer		
	g and a man		Dan Corcoran - Ass't. Treasurer	
9	Ensuring the accurate input of changes to the HR System.	Business Services		
			Dan Corcoran - Ass't. Treasurer	
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			rson(s) (Name/Title)
Description of Responsibility		Primary (Required)	Secondary (Optional)
10	Consistent and efficient responses to inquiries.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
CASH	HANDLING		
1	Collecting cash, checks, etc.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
2	Reconciling cash, checks, etc. to receipts.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
3	Preparing deposits.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
4	Preparing Journal Entries.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
5	Verifying deposits posted correctly in the Finance System.	Amanda Yim - Financial Analyst II	Roberta Puryear - Treasurer
6	Adequacy of physical safeguards of cash receipts and equivalent.	Fred Burnett - Manager, Treasury Operations	Alicia Fowler - Treasury Analyst II
7	Secure deposits via UHDPS to Student Financial Services.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
8	Ensuring deposits are made timely.	Juanita Diaz - Senior Cashier	Stephanye Bradley - Treasury Analyst I
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
10	Updating Cash Handling Procedures as needed.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
11	Distribution of Cash Handling Procedures to employees who handle cash.	Dan Corcoran - Ass't. Treasurer	Roberta Puryear - Treasurer
12	Consistent and efficient responses to inquiries.	Dan Corcoran - Ass't. Treasurer	Fred Burnett - Manager, Treasury Operations
PETTY	CASH		
1	Preparing petty cash disbursements.	Petty Cash Closed	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Roberta Puryear - Treasurer	Dan Corcoran - Ass't. Treasurer
PROPE	ERTY MANAGEMENT		

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## Treasury - S0015 H0166 Baseline Standards FY 2018

		Responsible Person(s) (Name/Title)		
Descri	otion of Responsibility	Primary (Required)	Secondary (Optional)	
1	Performing the annual inventory.	Ajay Rajeev - Application		
		Developer III	Chris Durham - Functional Analyst 4	
2	Ensuring the annual inventory was completed correctly.	Ajay Rajeev - Application	,	
_	2.1502.111g use unmaar inventory was compressed controlly.	Developer III	Chris Durham - Functional Analyst 4	
3	Tagging equipment.	Ajay Rajeev - Application		
		Developer III	Chris Durham - Functional Analyst 4	
4	Approving requests for removal of equipment from campus.	Roberta Puryear - Treasurer	Chris Burnam Tunctional Thiaryst 1	
-	Approving requests for removal of equipment from eampus.	Roberta i uryear - freasurer	Dan Corcoran - Ass't. Treasurer	
DISCI	OSURE FORMS		Dan Corcoran - Ass t. Treasurer	
DISCL	OSURE I ORING			
1	Ensuring all employees with purchasing influence complete the	Dan Corcoran - Ass't. Treasurer		
1		Dan Colcoraii - Assit. Heasurei		
2	annual Related Party disclosure statement online.	D. C. A. I. T.		
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Dan Corcoran - Asst. Treasurer		
	complete the Consulting disclosure statement online.			
3	Ensuring that all Principal and Co-Principal Investigators	NA		
	complete the annual Conflict of Interest disclosure statement for			
	the Division of Research.		NA	
ACCO	UNTS RECEIVABLE			
1	Extending of credit.	NA	NA	
2	Billing.	NA	NA	
3	Collection.	NA	NA	
4	Recording.	NA	NA	
-	itecording.	1171		
5	Monitoring credit extended.	NA	NA	
3	Wolfforning credit extended.	NA .	INA	
	A	NT A	NA	
6	Approving write-offs.	NA	NA	
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NEGA	ΓIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive	Fred Burnett - Manager, Treasury		
	fund equity at year-end.	Operations	Dan Corcoran - Ass't. Treasurer	
2	Ensuring that research expenditures are covered by funds from	NA		
	sponsors.		NA	
DEPAI	RTMENTAL COMPUTING			
1	Management of the departments' information technology	Roberta Puryear - Treasurer		
	resources.		Chris Durham - Functional Analyst	
2	Ensuring that critical data back up occurs.	Roberta Puryear - Treasurer	ĺ	
~		J	Chris Durham - Functional Analyst	
3	Ensuring that procedures such as password controls are	Roberta Puryear - Treasurer		
	followed.	110001m 1 dry our 110000101	Chris Durham - Functional Analyst	
4	Reporting of suspected security violations.	Roberta Puryear - Treasurer	Chili Dullian Tunctional Finallyst	
+	reporting of suspected security violations.	Teasurer	Chris Durham Functional Analyst	
	I .		Chris Durham - Functional Analyst	

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